

Open: 05/02/05 - 8:30 AM

Close: 05/12/05 – 5:00 PM PM



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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### OFFICE ASSOCIATE IV

### \$32,970.73 - \$53,251.49 ANNUALLY

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**NATURE OF WORK:** This is a responsible administrative position involving financial and general administrative support work. Work involves reconciliation of accounts and expenses, payment of invoices, filing, preparation of correspondence and/or Commission memorandums, and scheduling of meetings. May monitor or assist in preparation of departmental budget. Performs related work as assigned to ensure department has resources needed to complete its mission.

**REQUIREMENTS:** Bachelor's degree in Public/Business Administration or a related field and one (1) year full-time responsible administrative experience in public or business administration, including the use of personal computers. Ability to establish and maintain effective working relationships with employees, City officials, and the general public. Additional related experience may substitute for education on a year-for-year basis.

**DESIRES:** Strong written and verbal communication, and interpersonal skills. Proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook. Municipal experience or experience in Construction Industry preferred. Ability to work in a fast paced environment, meet strict deadlines and work under pressure. Excellent organizational skills. Knowledge of budgeting and financial processes (i.e., account reconciliation, Accounts Payable, etc.). Detail oriented person with strong follow-up skills. Bilingual (English and Spanish) is helpful.

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Send **2** Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
Email: [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)  
**ATTENTION: OAIV-ANN**

CLASS NO: **2121**  
UC NO: **0523UO-2**

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**EOE/AA/ADA/VET PREF**